



**GOVERNOR'S OFFICE OF
CRIME PREVENTION, YOUTH,
AND VICTIM SERVICES**

Maryland State Board of Victim Services

2021 Board Manual

Updated 3/19/21



**Maryland State Board
of Victim Services**

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Laws Relating to Victim Services and Procedures

Historical Background

Mission and Goals

Addressing the needs of crime victims through passage of victim oriented legislation began in the early 1980s in the State of Maryland. Believing that the passage of these few isolated laws had resolved the plight of crime victims, legislators became reluctant to continue the trend. For that reason, a Joint Resolution was passed in the Session of 1984 which created a Task Force to study this issue.

At the recommendation of the Task Force, the General Assembly passed guidelines for the treatment of crime victims and witnesses in 1986. The **State Board of Victim Services** and the position of **Victim Services Coordinator** were created by the legislature in 1988. This endeavor recognized and acknowledged the unique and distinctive needs of crime victims and that state and local laws, programs, and procedures must be continually updated to meet those needs. These entities were created for the purpose of monitoring, assessing, coordinating, and making recommendations concerning state and local efforts to assist victims of crime.

The purpose of the Board has been, and remains still so today, to develop a comprehensive and coordinated system of victim services delivery throughout the criminal justice process. Its mission is *to ensure that all crime victims in the State of Maryland are treated with dignity and compassion through comprehensive victim services, support and programs.*

Board Authority

The Board was originally created under the authority of the Office of the Attorney General and subject to the powers and duties as delineated in the State Government Article, Section 6.5-101 through 6.5-203. In 1992, the authority of this Board was transferred to the Governor's Office of Justice Administration. During the 1996 Legislative Session, the Board's authority was transferred to the **Governor's Office of Crime Prevention, Youth, and Victim Services** (the Office, formerly the Governor's Office of Crime Control & Prevention), which had absorbed the former Governor's Office of Justice Administration.

Board Membership

The original legislation established a 15 member board, which sought to draw upon the experiences of a broad number of individuals including crime victims, service providers, and representatives from various criminal justice related agencies. Two additional public member positions became available in 1995, and in 1996 the Board membership increased to a total of 22. Of these positions, eight positions representing state agencies are legislatively named and 14 are appointments by the Governor. Appointed members of the Board serve five (5) year terms and these terms are staggered as required by the terms provided for members of the Board as of October 1, 2001.

Victim Services Coordinator

The position of Victim Services Coordinator was created in the legislation that created the Board to serve as staff to the Board, to make recommendations concerning state and local victim compensation programs, and to provide technical assistance to local victim assistance programs. In addition, legislation mandates that the Victim Service Coordinator ensure that the rights of victims are observed by monitoring compliance with all

state laws and providing assistance to crime victims. The Victim Services Coordinator position falls under the authority of the Office.

Maryland Victims of Crime Fund (MVOC)

In 1991, the Maryland General Assembly created the Maryland Victims of Crime Fund. The primary purpose of the Fund is to create a revenue source which allows the Board to ensure implementation of the Declaration of the Crime Victims' Rights Amendment to the Maryland Constitution, as well as the Guidelines for Treatment of and Assistance to Crime Victims and Witnesses, and other laws adopted to benefit victims and witnesses of crime. The Board was given administration of the Fund's revenues by legislative mandate.

The Annotated Code of Maryland, Article 26A, Section 17 (a) gives the Judiciary in both the District and Circuit Courts the authority to impose fines on convicted offenders. Monies paid by defendants into the Fund are made available, in the form of competitive grants, to victim service agencies throughout the state to establish and/or enhance victim assistance support and services. These fines provide the only source of revenue for the Fund. Since the Fund's creation, existing legislation has been amended to increase the Fund's revenues by increasing fines levied at defendants.

Annual Statewide Victim Memorial Services and Annual Crime Victims' Rights Conference

The first Annual Statewide Memorial Service for crime victims was held in April of 1990 and has grown each year in both scope and attendance. In 1996, the Board agreed to assume sole responsibility for hosting an annual statewide victim memorial service and Victims' Advocate Service Awards Luncheon, now the Annual Crime Victims' Rights Conference, from the Maryland Victim Assistance Network. Each year over 4,000 murdered or missing victims are honored throughout the state by their family and friends. The Board increased surviving family members' opportunity to attend the memorial service by creating regional memorial service sites instead of its previous one statewide site. These events take place in April during National Crime Victims' Rights Week and the conference is an opportunity to recognize those who have provided outstanding service to crime victims in the State of Maryland. In addition to these two permanent initiatives, the Board has done considerable long range strategic planning.

Since the Board's creation in 1988, many accomplishments in improving the plight of Maryland's crime victims have been made. These accomplishments have been made only through the hard work, dedication, and insight of the many talented, knowledgeable individuals in the field and those who have proudly served or continue to serve on the State Board of Victim Services.

Legislation Creating the Board/Bylaws

Board of Victim Services

Maryland Code Annotated

Criminal Procedure Article

Title 11: Victims and Witnesses

§ 11-910	Definitions
§ 11-911	Board Established
§ 11-912	Membership
§ 11-913	Quorum; Meetings; Compensation
§ 11-914	Duties

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§ 11-915	Victim Services Coordinator
§ 11-916	State Victims of Crime Fund – In General
§ 11-917	State Victims of Crime Fund- Status; Investments; Construction
§ 11-918	State Victims of Crime Fund – Audit; Disbursements
§ 11-919	Grant Program

Retrieved from General Assembly of Maryland March 2021 at

<https://mgaleg.maryland.gov/mgaweb/Laws/StatuteText?article=gcp§ion=11-910&enactments=false>

§11-910. Definitions.

- (a) In Part II of this subtitle the following words have the meanings indicated.
- (b) “Board” means the State Board of Victim Services.
- (c) (1) “Crime” means conduct that is a crime under:
 - (i) common law;
 - (ii) § 109 of the Code of Public Local Laws of Caroline County;
 - (iii) § 4-103 of the Code of Public Local Laws of Carroll County;
 - (iv) § 8A-1 of the Code of Public Local Laws of Talbot County; or
 - (v) except as provided in paragraph (2) of this subsection, the Annotated Code.
- (2) “Crime” does not include a violation of the Transportation Article that is not punishable by a term of confinement.
- (d) “Executive Director” means the Executive Director of the Governor’s Office of Crime Prevention, Youth, and Victim Services.
- (e) “Fund” means the State Victims of Crime Fund.
- (f) (1) “Victim” means a person who suffers direct or threatened physical, emotional, or financial harm as a direct result of a crime or of a violation of § 21-902 of the Transportation Article.
- (2) “Victim” includes a family member of a minor, incompetent, or homicide victim.

§11-911. Board Established.

There is a State Board of Victim Services in the Governor’s Office of Crime Prevention, Youth, and Victim Services created by Executive Order 01.01.1995.18.

§11-912. Membership.

- (a) The Board consists of the following 22 members:
 - (1) as ex officio members:
 - (i) the Governor or the Governor’s designee;
 - (ii) the Attorney General or the Attorney General’s designee;
 - (iii) the chairman of the Maryland Criminal Injuries Compensation Board;
 - (iv) the Secretary of Human Services or the Secretary’s designee;
 - (v) the Secretary of Juvenile Services or the Secretary’s designee;
 - (vi) the Secretary of Public Safety and Correctional Services or the Secretary’s designee;
 - (vii) the Executive Director or the Executive Director’s designee;
 - (2) 14 persons appointed by the Governor as follows:
 - (i) two State’s Attorneys, recommended by the Attorney General;
 - (ii) six members of the public, recommended by the Executive Director;
 - (iii) four professional victim service providers, recommended by the Executive Director;
 - (iv) one representative of the Maryland Chiefs of Police; and
 - (v) one representative of the Maryland State Sheriff’s Association; and
 - (3) one member of the judiciary of the State, appointed by the Chief Judge of the Court of Appeals.

- (b) (1) The term of an appointed member is 5 years.
- (2) The terms of appointed members are staggered as required by the terms provided for members of the Board on October 1, 2001.
- (3) At the end of a term, an appointed member continues to serve until a successor is appointed and qualifies.
- (4) A member who is appointed after a term has begun serves only for the rest of the term and until a successor is appointed and qualifies.
- (c) The Governor may remove a member for incompetence or misconduct.
- (d) The Governor or the Governor's designee shall serve as chairman.

§11-913. Quorum; Meetings; Compensation.

- (a) A majority of the members then serving on the Board is a quorum.
- (b) The Board sets the times and places of its meetings.
- (c) A member of the Board:
 - (1) may not receive compensation as a member of the Board; but
 - (2) is entitled to reimbursement for expenses under the Standard State Travel Regulations, as provided in the State budget.

§11-914. Duties.

Subject to the authority of the Executive Director, the Board shall:

- (1) submit to the Governor an annual written report of its activities, including its administration of the Fund;
- (2) monitor the service needs of victims;
- (3) advise the Governor on the needs of victims;
- (4) recommend the appointment of the Victim Services Coordinator to the Executive Director;
- (5) review and approve the Victim Services Coordinator's plans and annual reports, and the Victim Services Coordinator's implementation, operation, and revision of programs;
- (6) approve or disapprove each grant application submitted by the Governor's Office of Crime Prevention, Youth, and Victim Services;
- (7) advise the State's Attorneys' Coordination Council on the adoption of regulations governing the administration of the Victim and Witness Protection and Relocation Program established under § 11-902 of this subtitle;
- (8) advise the State's Attorneys' Coordinator on the administration of the Victim and Witness Protection and Relocation Program;
- (9) develop pamphlets to notify victims of the rights, services, and procedures provided under Article 47 of the Maryland Declaration of Rights or State law and how to request information regarding an unsolved case, including:
 - (i) one pamphlet relating to the MDEC system protocol registration process and the time before and after the filing of a charging document other than an indictment or information in circuit court; and
 - (ii) a second pamphlet relating to the time after the filing of an indictment or information in circuit court; and
- (10) develop a notification request form and an MDEC system protocol in consultation with the Administrative Office of the Courts, through which a victim or victim's representative may request to be notified under § 11-104 of this title.

§11-915. Victim Services Coordinator.

- (a) The Executive Director shall appoint a Victim Services Coordinator.
- (b) Subject to the authority of the Executive Director, the Victim Services Coordinator shall:
 - (1) provide staff support to the Board on victim services matters;

- (2) monitor, assess, and make recommendations on State and local victim compensation programs and procedures;
- (3) provide technical assistance to local public and private programs that provide victim assistance;
- (4) research and gather data on victims and victim assistance programs, and disseminate the data to the public;
- (5) submit to the Governor, the Attorney General, the Secretary of Public Safety and Correctional Services, and the Board an annual report that includes recommendations on how to improve victim assistance programs;
- (6) ensure that the rights of victims are observed;
- (7) help victims to get the information to which they have a right; and
- (8) monitor compliance with the guidelines for treatment of and assistance to victims and witnesses under §§ 11-1002 and 11-1003 of this title.

(c) The Victim Services Coordinator is entitled to compensation as provided in the State budget.

§11-916. State Victims of Crime Fund – In General.

- (a) There is a State Victims of Crime Fund.
- (b) (1) The Fund shall be used to pay for:
 - (i) carrying out Article 47 of the Maryland Declaration of Rights;
 - (ii) carrying out the guidelines for the treatment and assistance for victims and witnesses of crimes and delinquent acts provided in §§ 11-1002 and 11-1003 of this title;
 - (iii) carrying out any laws enacted to benefit victims and witnesses of crimes and delinquent acts; and
 - (iv) supporting child advocacy centers established under § 11-923(h) of this subtitle.
- (2) The Fund may pay for the administrative costs of the Fund.
- (c) The Board shall administer the Fund.
- (d) Grants awarded by the Board shall be equitably distributed among all purposes of the Fund described in subsection (b) of this section.

§11-917. State Victims of Crime Fund – Status; Investments; Construction.

- (a) (1) The Fund is a special continuing, nonlapsing fund that is not subject to § 7-302 of the State Finance and Procurement Article.
- (2) The Treasurer shall separately hold and the Comptroller shall account for the Fund.
- (3) The Comptroller shall make payments from the Fund that the Board approves.
- (b) (1) The Fund shall be invested and reinvested in the same manner as other State funds.
- (2) Any investment earnings shall be credited to the Fund.
- (c) This section does not prohibit the Fund from receiving money from any source.

§11-918. State Victims of Crime Fund – Audit; Disbursements.

- (a) The Fund is subject to an audit by the Office of Legislative Audits under § 2-1220 of the State Government Article.
- (b) Disbursements from the Fund shall supplement and may not be a substitute for any State, local government, or other funds existing on July 1, 1991, for assistance to crime victims or witnesses.

§11-919. Grant Program.

- (a) There is a grant program.
- (b) The Governor’s Office of Crime Prevention, Youth, and Victim Services shall:
 - (1) adopt regulations for the administration and award of grants under Part II of this subtitle;
 - (2) submit all approved grant applications to the Board.
- (c) The Board shall:
 - (1) approve each grant application received by the Governor’s Office of Crime Prevention,

- Youth, and Victim Services before any money is released from the Fund; and
- (2) ensure that the money obtained from unclaimed restitution under § 17-317(a)(3)(i) of the Commercial Law Article is used for annual grants to provide legal counsel to victims of crimes and delinquent acts to protect the victims' rights as provided by law; and
- (3) ensure that grants to child advocacy centers established under § 11-923(h) of this subtitle shall:
- (i) support the development and operation of child advocacy centers; and
 - (ii) supplement and not supplant money that the child advocacy centers receive from other sources.

Did you know:

- That the MVOC was created *before* the Board was established?

The MD Victims of Crime Fund was originally created in 1987 under the Contracts for Compensation – “Son of Sam” Law (SB 428 – Criminal Procedure Article 11-625) to prevent criminals from profiting from the notoriety of their criminal actions. Under the bill, the Attorney General was to hold money for the benefit of and payable to the victim or victim's representative. Money collected from notoriety was to be deposited in an escrow account. The fund was later transferred to Criminal Procedure Article 11-916 *after* the Board was established. The purpose of the fund, if the victim or representative could not be identified for the claim, was to establish an ongoing fund capable of providing assistance or remedies with victims' rights and services. (This was a legislative priority of the Stephanie Roper Committee, Inc.)

- When the State Board of Victim Services was established?

The State Board of Victim Services & the position of Victim Services Coordinator were established in 1988 within the Attorney General's Office (SB 14/HB 546 – Criminal Procedure Article 11-910 – 11-919). The Board was first transferred to the Governor's Office of Justice Administration and then later to the Governor's Office of Crime Prevention, Youth, and Victim Services (formerly the Governor's Office of Crime Control & Prevention) by Executive Order. (This was a legislative priority of the Stephanie Roper Committee, Inc. & supported by the MD Victim Assistance Network (MDVAN). The number of Board members was increased from fifteen to the current number of twenty-two.)

- The history that led to the establishment of the Board?

While prosecutor-based Victim/Witness Units began to emerge in the late 1970s, the catalyst for dealing with specific victim problems & potential redress of those problems came from the diligence of victims & professionals in the justice system. In 1984, Maryland advocates attempted to have a Bill of Rights for victims passed. The legislature rejected that proposal and instead created a Task Force on Victim Services, Chaired by (then) Lt. Governor J. Joseph Curran. The Task Force was asked to examine the state's response to the problems encountered by victims of crime & to report on legislation relating to victims' rights. The multitude of issues encountered required a second term for the Task Force to complete its mission.

- How the Guidelines for the Treatment of & Assistance to Crime Victims & Witnesses were created?

As a result of the failure to enact a victims' Bill of Rights, the Task Force recommended and the legislature enacted Guidelines for the treatment of victims, victim's representative or witnesses (adults) in 1986; in 1988 similar guidelines for victims and witnesses of delinquent acts were enacted.

- Why was the Board established?

As new legislation was being enacted and victims' rights were moving to the forefront, advocates perceived the need for continual evaluation of victim services & a centralization of victim resources. The MD legislature wanted a mechanism in which the effectiveness of victims' rights & services could be monitored and recommendations could be made to the Governor. Hence the Board and the Coordinator position were created. The first meeting of the Board convened on February 9, 1989. Two committees were initially formed:

1. Procedures Committee: to promulgate by-laws;
2. Selection Committee: to select candidates suitable for recommendation to the Attorney General to fill the position of Victim Coordinator.

During the interim vacancy, Lynne Battaglia & Stuart Buppert from the Attorney General's Office and Dario Broccolino, the State's Attorney's Coordinator, shared the responsibilities of that position. A Steering Committee was created to be a standing committee and advisory committee to the Board. The Selection Committee was chaired by Ginny Mahoney. After developing a job description and completing an exhaustive search and interview process, Cassie Puls was chosen to be the first State Victim Services Coordinator. She started the position in 1989.

- Mission of Board? Duties? Composition of Board Members? To satisfy its statutorily mandated functions (including recommendations to the Governor), the Board began with the following goals:
 1. Identify the basic needs of victims of crime and delinquent acts by conducting regional public hearings throughout the state over the period from April 1990 to June 1991;
 2. Identify the long range goal of the Board to establish a central office with support staff to provide victims with information regarding victims' issues;
 3. Update a State Resource Directory for crime victims (1986) with resources listed by county;
 4. Monitor victim related legislation (took no independent position at that time);
 5. Promote public awareness through sponsorship of activities for Victims' Rights Week: workshops, local events, etc.; and
 6. Identify funding resources for victim services.

Article 47, Declaration of Rights, Constitution of Maryland

Article 47. Rights of victims of crime.

- (a) A victim of crime shall be treated by agents of the State with dignity, respect, and sensitivity during all phases of the criminal justice process.
- (b) In a case originating by indictment or information filed in a circuit court, a victim of crime shall have the right to be informed of the rights established in this Article and, upon request and if practicable, to be notified of, to attend, and to be heard at a criminal justice proceeding, as these rights are implemented and the terms "crime", "criminal justice proceeding", and "victim" are specified by law.

- (c) Nothing in this Article permits any civil cause of action for monetary damages for violation of any of its provisions or authorizes a victim of crime to take any action to stay a criminal justice proceeding.

[1994, ch. 102, ratified Nov. 8, 1994.]

Board Structure and Membership

Meeting Structure

- Robert's Rules of Order is the agreed upon meeting format.
- The full Board strives to meet up to **4 times a year** for regular Board committee meetings and one other time for an annual Retreat.
- A quorum consists of a majority of the appointed membership. Without this minimum number of members, the meeting can do only a very limited number of things, and any substantive action in the absence of a quorum is invalid.
- Every Board member may send a designee in his/her place up to **two** times a year in case of the regular member's unavailability. However, the Board member **must** notify the Board **in advance** of the meeting and in writing of the designee's attendance. A letter of proxy should accompany the designee for purposes of voting at the meeting.
- The Board requires that **meeting minutes** be sent to members prior to the next Board meeting for review.
- The Board requires a **meeting agenda** one week prior to meeting. It is the responsibility of the Victim Services Coordinator to take and distribute the minutes of all Board meetings and to provide the advance copies of the meeting agenda to all Board members.

Meeting Schedule - Calendar Year 2021 (Virtual)

- Wednesday, January 27, 2021; 10:00 a.m. - 12:00 p.m.
- Wednesday, April 7, 2021; 10:00 a.m. - 12:00 p.m.
- Wednesday, July 28, 2021; 10:00 a.m. - 12:00 p.m.
- Wednesday, October 27, 2021; 10:00 a.m. - 12:00 p.m.

Attendance Policy

Attendance requirements set forth in State Government Article § 8-501 of the Annotated Code of Maryland **requires members to attend at least 50% of the meetings** during any consecutive 12-month period. The guidelines set forth by the Board in 1996 state that each Board member may send a designee in his/her place in case of the regular member's unavailability. It is also required that each member **must** notify the Board **in advance** of the meeting and in writing of a designee's attendance.

Inclement Weather Policy

In the case of inclement weather during the winter months, the Maryland State Board of Victim Services Board meetings will follow the emergency closing procedures of the Anne Arundel County school system.

If schools are delayed for any amount of time the Board meeting will still be held at 10:00 am. For the most up to date Anne Arundel County Government and School Closing Delays information go to:

<http://www.aacounty.org/county-operations>.

Board Committees

The committees will be developed on an as needed basis in order to do the work of the Board in conjunction with the Victim Services Coordinator. Decisions about which committees will be standing and which will be temporary will be determined by the Executive Committee and are subject to change as Board needs and projects are identified.

Each year, the State Board Chair reviews the role and purpose of each committee. Committees are then prioritized as Standing, Ad Hoc and Non-Active. Standing and Ad Hoc committees are the responsibility of each committee chair to coordinate in conjunction with committee members and the Victim Services Coordinator. The following pages provide the past committees of the Board up to 2021.

Standing Committees

- Executive Committee
- Strategic Initiatives Committee

Ad Hoc Committees

- Annual Crime Victims' Rights Conference Committee
- Grant Review Committee
- Legislative Review Committee
- Membership and Recruitment Committee
- Public Awareness
- Statewide Memorial Services Committee
- Victims' Rights Compliance Committee
- Victim Services Committee

Executive Committee

The role of the Executive Committee is to provide the leadership necessary for the full Board to accomplish its overall goals and achieve its mission. The Committee is composed of the Chairs of Standing Committees.

Strategic Initiatives Committee

This committee will consider strategic priorities related to initiatives and funding that can then be brought to the Board for discussion/implementation.

Annual Crime Victims' Rights Conference Committee

This committee will be responsible for assisting with the Crime Victims' Rights Conference which is held in April during National Crime Victims' Rights Week. As an addition to the conference, the Board will continue with honoring individuals for the following three awards, who demonstrate meritorious work on behalf of crime victims in Maryland: the Vincent Roper Memorial Award, the Henry Gleim Memorial Award and the Virginia Mahoney Award.

Grant Review Committee

The Governor's Office of Crime Prevention, Youth, and Victim Services (the Office) is responsible for the fiscal administration of the MVOC and LSCV Fund. The Executive Director of the Office is responsible for making www.goccp.maryland.gov

recommendations to the Board for the award of grant funds.

The Grant Review Committee shall approve each grant application received by the Office before any money is released from the Fund. (Md. Code Ann. Criminal Procedure § 11-919 (c)) Grant Policies and Procedures may be found in the Notices of Funding Availability (NOFA's).

Legislative Review Committee

The Legislative Committee is charged with establishing legislative priorities, reviewing proposed legislation and making recommendations to the full Board for support or opposition. The full Board and/or individual members may vote to support, oppose or abstain from voting. A Board letter of support or opposition may be sent to the MD General Assembly and the Legislative Committee shall strive to keep the Board informed during the General Assembly Session.

Pursuant to the legislation establishing the State Board of Victim Services, the Board has the power and authority to advise the Governor on the needs of victims. The Board agrees to take no position on pending legislation as a separate entity. When relevant proposed victim legislation is brought before the Board, they will adhere to the formal policies and procedures of other state agencies in advising the Governor. The Executive Director will advise and assist the Board in following these policies and procedures.

Membership and Recruitment Subcommittee

The purpose of this committee is to interview candidates for the Board and assist with new member orientations.

Public Awareness

The purpose of the Public Awareness Committee is to create public and crime victim awareness in the State of Maryland. The committee informs citizens to know that the Board is the state's voice for all victims of crime, and that crime victims have many services and rights under Maryland law. Included in the Board's services and events for crime victims are: Victim Information and Notification Everyday, VINE, The Maryland Victims of Crime Fund, The Legal Services for Crime Victims Fund, The Statewide Memorial Services, The Annual Crime Victims' Rights Conference, The Roper Victim Assistance Academy, and the Compliance Line.

Statewide Memorial Services Committee

This committee assists with the planning of the four annual memorial services held during National Crime Victims' Rights Week in April.

Victims' Rights Compliance Committee

See Compliance Initiative

Victim Services Committee

This committee will work to ensure that the Board, along with the Office, adheres to statutory requirements for Maryland State Board of Victim Services. (i.e. brochures, forms, and the State Coordinator).

Responsibilities of State Board Standing Committee and Subcommittee Chairs

The committees will be developed on an as needed basis in order to do the work of the Board in conjunction with the Victim Services Coordinator. Decisions about which committees will be standing and which will be temporary will be determined by the Executive Committee, and are subject to change as Board needs and projects are identified.

It is requested that every Board member serve on one committee of the full Board. Volunteer service should be based upon the member's interests and qualifications, as well as the needs of the Board.

Upon appointment, Committee Chairs and members will have the following responsibilities:

1. Identify the goals of the committee;
2. Assess the current status of the committee (Examples: web site status, media contacts & sample press releases as needed, video to create public awareness of Board, etc.);
3. Identify priorities and deadlines;
4. Assign specific tasks to committee members with a reporting deadline;
5. Chair is responsible for convening meetings as necessary;
6. Chair is responsible for presenting a progress report to the full Board; and
7. Chair and members must notify the Board Chair and the Governor's Office of Crime Prevention, Youth, and Victim Services, and the State Victim Service Coordinator when they are not able to serve.

Note: Active Non-Board members may serve as Subcommittee Chairs and on committees.

Roles, Responsibilities and Terms of Service

The Executive Committee

The role of the Executive Committee is to provide the leadership necessary for the full Board to accomplish its overall goals and achieve its mission. To provide this leadership, the responsibilities of the Executive Committee will include:

- Providing full Board members with relief from having to address routine administrative management of legislatively mandated Board responsibilities.
- Prioritizing emerging issues, fiscal matters and concerns which require the full Board's attention at monthly Board meetings.
- Addressing emergency issues which require immediate response which may not allow the convening of a full Board meeting.
- Providing the full Board with a report of Executive Committee activities at each monthly Board meeting.
- Informing the full Board of all legislative actions, including national, which impacts the Board's work, responsibilities, and/or mission.
- Providing guidance, information and resources to Committee Chairs for the purpose of goals and work products and/or tasks through information, staff and resources.
- Working with the Executive Director of the Office to ensure compliance of the Boards' attendance policy, as is outlined in the State Board of Victim Services Policy and Procedure Manual.
- Working cooperatively with the Victim Service Coordinator to address questions or concerns from service providers, policy makers, private citizens, and victims in a timely fashion.

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Responsibilities of Individual Executive Committee Members

The following outlines a draft of proposed responsibilities for each of the Executive Committee member's position. Proposed responsibilities of the positions include:

Chairperson

- Presides over all scheduled monthly Board and Executive Committee meetings.
- Reports outcome of matters brought before the Executive Committee to the full Board at monthly Board meetings.
- Coordinates with Committee Chairs to oversee long range committee planning and implementation activities and strategies.
- Works cooperatively with the Executive Director of the Office on policy matters involving full Board activities, roles and responsibilities.
- Assigns appropriate Executive Committee members with tasks necessary to facilitate the full Board's decision-making and long-term strategic planning.
- Initiates emergency meetings of the Executive Committee, and where necessary, of the full Board.

Vice-Chairperson

- Presides over all meetings of the Board, including the Executive Committee, in the absence of the Chairperson.
- Assumes all other responsibilities of the Chairperson in the Chairpersons absence, where appropriate.
- Serves the unexpired term of the Chairperson in conjunction with the Executive Committee until a new Board Chair is named by the Governor.

Executive Director of the Governor's Office of Crime Prevention, Youth, and Victim Services

- Works with Committee members to facilitate appropriate responses or plans of action to policy, political, financial issues, or other important matters which may come before the Committee or full Board.
- Serves as point-of-contact in matters pertaining to Board member attendance.
- Serves as point-of-contact for the Committee's Chairperson in matters pertaining to agency personnel, matters concerning the Victim Services Coordinator, i.e., employee evaluations, disciplinary actions, hiring and firing decisions, etc.

Victim Services Coordinator

- Works collaboratively with all Committee members to assist Committee members in fulfilling their required roles and responsibilities.
- Notifies Committee members of any issues which relate to victim assistance and may require the full Board's participation.

Executive Committee Members Terms Of Service

The State Board of Victim Services has an Executive Committee. The role of the officers, terms of service and responsibilities are to be determined by the Nominating Committee as they develop a slate for consideration by the full Board. With the expansion of the Board, it was agreed that an Executive Committee was necessary to ensure accountability and increased productivity. In accordance with prior Board approval, the Executive Committee will be comprised of the following positions:

Designated Positions

Chairperson – Steve Kelly, Esq.
Executive Director of the Office – V. Glenn Fueston, Jr.
Victim Services Coordinator – Rebecca Allyn
Vice Chairperson – Barbara Bond
Chairs of Standing Committees

Members of the Executive Committee serve a minimum of two calendar year terms from the date of last Gubernatorial election. Upon expiration of the Executive Committee term of service, the member returns to his or her appointed position.

Executive Committee Position Vacancy

With the exception of designated positions of Chairperson, Vice- Chairperson, Executive Director of the Office, and Victims Services Coordinator, election to the Executive Committee is based upon a designated Board seat for an open position on the Executive Committee. All vacancies of open positions will be filled upon the election of Standing Committee chairs or other Executive Committee members.

Vacancies occurring in the positions of Chairperson, Vice-Chairperson, Executive Director of the Office, and Victim Services Coordinator automatically transfer to persons newly appointed to fill these positions.

Operational Procedures

Funding

The Board may access operating monies from the Maryland Victims of Crime Fund as needed to implement their Program Plans.

A Memorandum of Understanding between the Board and the Executive Director will state an agreement that funding for specific Board projects will be requested by letter from the Board explaining the need to obtain a Maryland Victims of Crime Fund grant.

Legislation

See Legislative Review Committee.

Annual Report

As of July 1, 2006, the Board will submit an Annual Report to the Governor, as required by legislation. The Report will cover the preceding fiscal year from July 1 through June 30.

MVOC/LSCV Grant Procedures

The Governor's Office of Crime Prevention, Youth, and Victim Services is responsible for the fiscal administration of the MVOC Fund and the Legal Services for Crime Victim (LSCV) Fund. The Executive Director of the Office is responsible for making recommendations to the Board for the award of grant funds.

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The Grant Committee shall review and approve each grant application received by the Governor's Office of Crime Prevention, Youth, and Victim Services before any money is released from the Fund. The State Board will render a majority vote and final approval of the recommended grant awards (preferably in an open meeting), then will go to the Executive Director for a final approval, before the letters of intent or denial are provided to applicants.

Other Operational Procedures

Other procedures to be inserted as needed and as appropriate in the future.

MVOC Staff

Victim Services Coordinator

This position is created legislatively and is to serve the State Board of Victim Services as full-time staff. The appointment is made by the Executive Director, in conjunction with a recommendation from the Board. The Victim Services Coordinator is an employee of the Governor's Office of Crime Prevention, Youth, and Victim Services and is supervised by the Executive Director of that Office. The salary is provided in the State budget.

The following position description for this job was developed using the legislation as a guide to clearly state the Board's expectations and support, and incorporate responsibilities between State personnel policies and Board requirements. A system of evaluation was developed to measure progress, to give and receive feedback, and set goals.

As State Victim Services Coordinator, the incumbent will have overall responsibility in program development and program operations and administering the provisions of the State Board of Victim Services as detailed in "Specific Duties" below. The incumbent must adhere to all policies for State employees as established by the State Department of Personnel and the Governor's Office of Crime Prevention, Youth, and Victim Services.

SPECIFIC DUTIES

1. Provide staff support to the Board on victim service matters including:
 - a. Meeting minutes and notices - prepare and email within seven days following the monthly meeting.
 - b. Draft Agenda - prepare and email to Board members at least one week prior to the next monthly meeting.
 - d. Attend and prepare for all Board and designated meetings.
 - e. Assist the Board with the administration of the Maryland Victims of Crime Fund, including site visits.
 - f. Attend Statewide functions as approved by the Executive Director.
2. Provide technical assistance to local public and private programs that provide victim assistance:
 - a. Disseminate and respond to inquiries regarding the State Board of Victim Services Program standards.
 - b. Respond to related requests within the scope of victim services.
3. Perform research and gather data on victims and victim assistance programs, and disseminate that data

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to the public, including:

- a. Knowledge of court collections, grants funded, State's Attorney's and other victim service programs, and other related projects.
 - b. Respond to public informational inquiries within the State of Maryland employee guidelines.
 - c. Perform other research as directed by the Executive Director and the Board.
4. Submit to the Governor, the Attorney General, the Secretary of Public Safety & Correctional Services, the Executive Director, and the Board an annual report including recommendations as to how victim assistance programs may be improved. A Draft of this Plan, with additions and corrections, is to be submitted to the Board for review by its October meeting.
 5. Ensure that the rights of victims are observed and assist victims in attaining information to which they have a right.
 - a. Assist the Board with development and dissemination of victims' brochures and other informational material.
 - b. Assist with other projects as decided by the Executive Director and the Board.
 6. Assist, enhance and further support state efforts to protect and support victims' rights law through a combination of duties, including:
 - a. Conduct inquiries into alleged violations of the Victims' Rights Amendment and enabling statutes.
 - b. Respond to calls/complaints and maintain accurate and detailed records of all calls for documentation.
 - c. Attempt to resolve complaints informally and make referrals where appropriate.
 - d. Develop a coded tracking system for compliance.
 - e. Research other state programs and make recommendations for a formalized system.
 7. Monitor compliance with Art. 47 of the Maryland Declaration of Rights, Constitution of Maryland, the Guidelines for Treatment and Assistance to Victims and Witnesses set under Art. 27, §848 of the Annotated Code of Maryland and others that may be adopted in the future.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the Board of Victim Services and Victim Service Coordinator legislation.

- 1.. Knowledge of the field of victim rights and advocacy consistent with being considered an expert and authority in the field.
2. Knowledge of state compensation laws, pertinent criminal laws and state victim/witness laws, and state corrections system sufficient to provide advice and assistance to state and local officials on needs for changes.
3. Knowledge and skill in interpreting, explaining, and applying a body of laws regulations, and procedures.
4. Skill in applying conventional fact-finding, analytical, and problem solving methods.
5. Ability to communicate orally with witnesses, victims, and employees of state and local agencies.
6. Ability to communicate in writing to prepare reports, documents, brochures, and correspondence.
7. Knowledge of local, state, and federal law enforcement policies, procedures, and organization and resources.
- h. Knowledge of grant processes and programs sufficient to provide assistance and guidance to

- organizations.
- i. Ability to perform program development, management, and evaluation to develop programs with limited resources, to monitor work performed by others; including familiarity with survey techniques.
- j. Ability to coordinate projects with various levels of government.
- k. Ability to meet and deal with contacts from various levels of government and skill in establishing rapport. Persuasive abilities are required since effectiveness depends on acceptance of the incumbent as a knowledgeable and helpful resource.
- l. Ability to assess training needs and skill in identifying appropriate training and seminars.
- m. Ability to assist the Executive Director and the Board of Victim Services with legislative matters.

Victim/Witness Protection and Relocation Fund

Maryland Code Annotated
Criminal Procedure Article
Title 11: Victims and Witnesses

§11-901	Definitions
§11-902	Program Established
§11-904	Program Duties
§11-905	Fund Established
§11-906	Status; Investments; Construction
§11-914	Duties

Retrieved from the General Assembly of Maryland March 2021 at
<https://mgaleg.maryland.gov/mgaweb/Laws/StatuteText?article=gcp§ion=11-901&enactments=False&archived=False>

§11-901. Definitions.

- (a) In Part I of this subtitle the following words have the meanings indicated.
- (b) "Fund" means the Victim and Witness Protection and Relocation Fund.
- (c) "Program" means the Victim and Witness Protection and Relocation Program.

§11-902. Establishment of the Program.

There is a Victim and Witness Protection and Relocation Program.

§11-904. Program Duties.

- (a) Money appropriated to the Program shall be used:
 - (1) to protect victims and witnesses and the families of victims and witnesses;
 - (2) to relocate victims and witnesses and to protect them or to facilitate their participation in court proceedings; and
 - (3) to pay the costs of carrying out the Program.
- (b) To the extent possible, the Program shall be used to maximize the use of federal matching funds or programs.
- (c) Expenditures under this section shall be made in accordance with the State budget.

§11-905. Victim and Witness Protection and Relocation Fund.

- (a) There is a Victim and Witness Program and Relocation Fund.
- (b) The Fund shall be used to pay for the Program.

§11-906. Status; Investments; Construction.

- (a) (1) the Fund is a special continuing, nonlapsing fund that is not subject to §7-302 of the State
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Finance and Procurement Article.

- (2) the Treasurer shall separately hold the Fund and the Comptroller shall account for it.
- (b) (1) The Fund shall be invested and reinvested in the same manner as other State funds.
- (2) Any investment earnings or federal matching funds received by the State for victim and witness protection or relocation shall be credited to the Fund.
- (c) This section does not prohibit the Fund from receiving money from any source.

§11-914. Duties.

Subject to the authority of the Executive Director, the Board shall:

- (1) submit to the Governor an annual written report of its activities, including its administration of the Fund;
- (2) monitor the service needs of victims;
- (3) advise the Governor on the needs of victims;
- (4) recommend the appointment of the Victim Services Coordinator to the Executive Director;
- (5) review and approve the Victim Services Coordinator's plans and annual reports, and the Victim Services Coordinator's implementation, operation, and revision of programs;
- (6) approve or disapprove each grant application submitted by the Governor's Office of Crime Prevention, Youth, and Victim Services;
- (7) advise the State's Attorneys' Coordination Council on the adoption of regulations governing the administration of the Victim and Witness Protection and Relocation Program established under § 11-902 of this subtitle;
- (8) advise the State's Attorneys' Coordinator on the administration of the Victim and Witness Protection and Relocation Program;
- (9) develop pamphlets to notify victims of the rights, services, and procedures provided under Article 47 of the Maryland Declaration of Rights or State law and how to request information regarding an unsolved case, including:
 - (i) one pamphlet relating to the MDEC system protocol registration process and the time before and after the filing of a charging document other than an indictment or information in circuit court; and
 - (ii) a second pamphlet relating to the time after the filing of an indictment or information in circuit court; and
- (10) develop a notification request form and an MDEC system protocol in consultation with the Administrative Office of the Courts, through which a victim or victim's representative may request to be notified under § 11-104 of this title.

Compliance Initiative

Policy And Procedures

- I. Purpose
 - A. The purpose of this policy is to establish general guidelines that govern the operation of the Victims' Rights Compliance Initiative.
- II. Policy
 - A. In accordance with the Maryland Annotated Code, the Board is charged with ensuring that the rights of crime victims are observed and assisting victims in obtaining the information to which they have a right. The Board monitors, assesses, coordinates and makes recommendations concerning state and

local efforts to assist victims of crime.

B. Definitions: For the purposes of this policy:

1. “Services Coordinator” is the Victim Services Coordinator;
2. “Board” is the Maryland State Board of Victim Services; and
3. “Office” is the Governor’s Office of Crime Prevention, Youth, and Victim Services.

III. Procedures

- A. The Office maintains a compliance line, through the Office’s main line, that is monitored by the Services Coordinator.
- B. The Services Coordinator is responsible for documenting all incoming calls to the Compliance Line and maintaining records of correspondence.
- C. The Services Coordinator shall maintain a file, electronic or paper, that contains the documentation of all in-coming calls to the Compliance Line, as well as any activity pertaining to a given case.
- D. All calls shall be returned promptly.
- E. After a reasonable number of unsuccessful attempts to contact the caller have been made, the Services Coordinator will consider the matter closed and a notation recorded reflecting the reason for closure.
- F. Upon returning a call to a victim/caller, the Services Coordinator, if necessary, will gather all information deemed relevant to continue with an inquiry or investigation into a potential victims’ rights violation, make appropriate referrals. The Services Coordinator will advise the victim/caller that they will be identified as a complainant during the inquiry/investigation.

IV. Remedies

- A. The Services Coordinator will determine the most appropriate course of action for resolving complaints informally. Such remedies may include, but are not limited to: conducting victim sensitivity and empathy training, acting as a liaison between the victim and the agency or individual in question, gathering requested information for the victim or complainant, and facilitating the victim’s understanding of the criminal justice system.
- B. The Services Coordinator will contact the agency and/or individual about whom the complaint, if any, was made in an attempt to resolve the complaint informally. The Services Coordinator will do the following:
 1. Identify him/herself.
 2. Request to speak with the individual in question.
 3. If complaint is about an agency, the Services Coordinator will request to speak with the agency head or designee.
 4. Explain to the individual the role of the Compliance Initiative, detail the complaint and identify from whom and when it was received.
 5. Allow the individual/agency head time to respond to the complaint verbally.
- C. If the complaint is resolved to the satisfaction of the Services Coordinator, the Coordinator will document his/her findings and recommendations and send a letter to the victim, if necessary.
- D. If informal action does not resolve the complaint, the Services Coordinator shall consult, through the chain of command, with the Office’s Executive Director for appropriate action and guidance in resolving the complaint.

State Board Strategic Plan

The strategic plan for FY 2018 developed by the Board is included below. Members will review and update the plan as needed to reflect the Board’s priorities and include a realistic timetable for completion of specific tasks.

	Infrastructure	Staff	Training	Technology	Compensation
Goals	<ul style="list-style-type: none"> • Work collaboratively to develop a resource/referral portal and a social media presence for victims statewide 	<ul style="list-style-type: none"> • Identify what resources exist by jurisdiction and how to access the information • Identify funding for county/state bilingual victim advocates • Increase the number of victim advocates/case managers in areas where demand is high 	Expand training resources and availability for victim advocate and victim assistants throughout the state	Enhance and/or expand technology to benefit victims' services and provide seamless flow for the purpose of resource coordination	Develop long term strategies to meet the financial needs of crime victims in the State of Maryland including immediate/emergency needs
Objectives	<ul style="list-style-type: none"> • Design and develop a statewide referral and information portal for victim services in Maryland • Develop a statewide social media program for crime victims and crime victim services 	<ul style="list-style-type: none"> • Contact each jurisdiction and obtain demographic information • Determine underserved populations by jurisdiction • Identify staffing needs/gaps for culturally competent service provision • Identify available funding and publicize funding options by jurisdiction • Develop and produce educational material for various 	<ul style="list-style-type: none"> • Conduct a survey of victim services provided throughout the State and determine training and technical assistance needs • Create a list of training resources that incorporate and represent the community • Review Roper Victim Assistance Academy Curriculum 	<ul style="list-style-type: none"> • Identify opportunity for high-level data collection system • Implement a system that relates/addresses required reporting/metric for all providers • Determine a "one-stop" point of entry and database system as to connect clients seamlessly to a continuum of care and assist in the collaboration between providers/resources 	<ul style="list-style-type: none"> • Develop a statewide emergency financial assistance program for crime victims • Comply with the recommendations in the Justice Reinvestment Act with regard to restitution • Work with the State courts and other State agencies to ensure viability of court collections to support the Criminal Injuries Compensation Board (CICB)

		<p>audiences</p> <ul style="list-style-type: none"> ● Utilize cross-county collaboration for use of advocates and provide training opportunities 			and other victim programs
	Infrastructure	Staff	Training	Technology	Compensation
Tactics	<ul style="list-style-type: none"> ● Identify content and projected outcomes ● Identify a model website to use as a guide ● Develop a sustainable model for maintenance ● Identify potential content matched with expected users ● Research effective use of social media for victims/survivors ● Develop sustainable platform and staff to maintain 	<ul style="list-style-type: none"> ● Design a survey for providers to assess needs and preferences ● Include priority area for Notice of Funding Availabilities related to Victims of Crime Act (VOCA) and MVOC for bilingual advocates ● Research existing educational materials to assess which language/cultures are represented in print materials ● Use existing advocates to bridge gaps ● Collaborate with Maryland Crime Victims' Resource Center for services 	<ul style="list-style-type: none"> ● Design a survey and distribute throughout the State ● Research existing training resources and materials to assess availability and extent of training ● Collaborate with service providers statewide to identify providers who are expert trainers ● Publicize training opportunities ● Establish a team of reviewers ● Meet with Roper Academy leadership to better understand the program ● Provide a report on the areas of the curriculum that are sufficiently covered at Roper and identify areas where additional focus is necessary 	<ul style="list-style-type: none"> ● Research electronic data collection systems ● Determine cost/pricing and ability to utilize across multiple providers ● Provide proposal to GOCOPYVS and/or coordinate among providers to build into standard service delivery system ● Complete implementation of system at single site and assess. If utilized at multiple sites, convene a conference call/satisfaction survey and compile data ● Convene relevant parties to assess feasibility of single database 	<ul style="list-style-type: none"> ● Organize legislative priorities group to advocate for bill ● Develop formal outline of impact to victims and provide a summary of types of needs that are typical (and time sensitive) ● Identify and prepare a response/potential opposition to legislation ● Arrange meetings with courts and those that administer grants (AOC) ● Establish MOUs where appropriate

				and outline proposed structure of this platform	
	Infrastructure	Staff	Training	Technology	Compensation
Metrics	<ul style="list-style-type: none"> ● Information portal will be sustainable through maintenance of a statewide victim organization or state agency by 2018 ● The Maryland victim assistance field will have a social media presence by 2018 and be maintained by a statewide organization or state agency 	<ul style="list-style-type: none"> ● Develop and distribute statewide resource documents containing existing resources and contact information ● Increase VOCA awards to more programs to support bilingual advocates ● Increase use of colleges to expand cultural competent victim advocates and case managers 	<ul style="list-style-type: none"> ● Complete the survey of victim services provided throughout the state and evaluate the results ● Create a list of training resources document that identifies training programs representative of the victim services community ● Provide an evaluation of the Roper Victim Assistance Academy curriculum 	<ul style="list-style-type: none"> ● Identify cost savings as it relates to economies of scale (what are providers paying currently; is there a savings to have a unified platform) ● What is the pre/post user rate of services contained in the electronic continuum (take baseline data in year 1) 	<ul style="list-style-type: none"> ● Summary of funds available before and after this measure to victims of crime
Outcomes	<ul style="list-style-type: none"> ● Increase access for victims to resources ● Increase response to gaps in services and types of services requested ● Decrease duplication of services 	<ul style="list-style-type: none"> ● Increase knowledge of victims' rights ● Increase in services available for non-English speaking victims 	<ul style="list-style-type: none"> ● Increase victim advocates, law enforcement and victim's knowledge on victim services, victim rights, and trauma informed care 	<ul style="list-style-type: none"> ● Increase communication and coordination between staff ● Increase program's ability to track gaps in services and the need for enhancement of services ● Increase offender accountability for those court 	<ul style="list-style-type: none"> ● Increase available funding for victims of crime ● Improve timeliness of payment of approved funds to victims ● Increase awareness of availability of funding

				ordered to attend programs	
	Infrastructure	Staff	Training	Technology	Compensation
Tangible Products	<ul style="list-style-type: none"> ● Identify/establish a “one-stop-shop” for referral and resource connection accessible by clients ● Create a system specifically for victim-serving organizations 	<ul style="list-style-type: none"> ● Increased number (requires baseline from GOCOPYVS and/or survey) of victim advocates, assistants, and legal services professionals 	<ul style="list-style-type: none"> ● Analysis of priority training needs and review of Roper curriculum ● Formal listing of training resources, contact names, and frequency of offerings ● Create survey to identify the three priority training areas/questions ● Review the GOCOPYVS and the Roper curriculum ● Identify training resources available to the state/organizations 	<ul style="list-style-type: none"> ● Electronic records (efforts to outcomes) option summary ● Recommendation and cost proposal for electronic records system (that can also be utilized to connect clients seamlessly to multiple resources) ● Baseline data of accessibility and knowledge of services (# of services access; self report) 	<ul style="list-style-type: none"> ● Approved legislation, or other method, to secure funding for the fund ● Funding to victims of crime
Resources	<ul style="list-style-type: none"> ● IT access/support ● Funding ● Management/Infrastructure 	<ul style="list-style-type: none"> ● GOCOPYVS, or survey, to provide baseline numbers of staff for all provider agencies of the above listed staff positions 	<ul style="list-style-type: none"> ● Listing of groups/providers from GOCOPYVS ● GOCOPYVS to assist with sending/distributing survey 	<ul style="list-style-type: none"> ● GOCOPYVS ● Electronic records providers ● NGOs/service providers that wish to participate ● Technology support (in house, if implemented) ● Department of Human Services 	<ul style="list-style-type: none"> ● Legislative support ● Effort on the part of the Board to advance the legislation
Status	<ul style="list-style-type: none"> ● January 2018: GOCOPYVS is 	<ul style="list-style-type: none"> ● January 2018: Survey was 	<ul style="list-style-type: none"> ● Site Visit conducted of 	<ul style="list-style-type: none"> ● October 2017: Survey 	<ul style="list-style-type: none"> ● The Board provided a letter

	<p>working with 211 Maryland to increase victim resources within their database</p> <ul style="list-style-type: none"> ● GOCPYVS/the Board provided a list of victim resources to add to 211 Maryland's database ● Recommended a "victim" user group on the homepage. To date, a "domestic/family violence" user group has been added to the 211 homepage ● Enhanced VINE went live August 2020 which included the addition of a service provider directory. The Office is working with DPSCS to promote usage of the victim service provider directory 	<p>distributed to gather information on victim advocates and bilingual victim advocates in Maryland</p> <ul style="list-style-type: none"> ● The survey gathered 82 responses ● 30% of respondents were law enforcement, 21% victim service providers, 18% State's Attorney's Offices and 14% child advocacy centers ● 73% of respondents have a victim advocate at their agency and 35% have a bilingual victim advocate ● The primary barrier to employing a bilingual victim advocate/victim advocate is funding ● The FY 2019 VOCA NOFA included bilingual services and advocates as a priority 	<p>RVAA in 2017</p> <ul style="list-style-type: none"> ● Recommendation s: Collaborate with the Board on emerging victim services topics to increase victim service professional's knowledge of victim services, victims' rights, trauma-informed care, and more ● May 2018: Members reviewed the RVAA grant application and curriculum ● Recommendation s: Collaborate with other states doing comparable training, utilize national level instructors, report on program enhancements and collaborate with DV, sexual assault, child abuse, etc. Several special conditions were added to the grant ● The VOCT Grant with MCVRC, MCASA, MNADV is collaborative approach to providing training to victim advocates in the state 	<p>conducted regarding platforms/programs used by organizations</p> <ul style="list-style-type: none"> ● The survey noted significant disparity in prices ● The survey gathered 34 responses ● 41% of respondents were using some form of a case management software system. ● 7 indicated using either ETO or Apricot. ● The Office incorporated technology improvements such as upgrading information technology infrastructure and integrating and standardizing data collection systems across victim service providers into NOFAs for several funding sources, including BJAG/VOCA. 	<p>of support for House Bill 247. House Bill 247 (2018) was passed, transferring the CICB and Sexual Assault Forensic Unit to the Office.</p>
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Meeting Minutes

Effective January 2011, after the Minutes from each meeting have been approved, they will be posted online at <http://goccp.maryland.gov/victims/board-of-victim-services/minutes/>.

Mandated Brochures and Forms

The Board has developed various brochures and forms in order for crime victims to be aware of their rights as crime victims in the State of Maryland and to guide them through the complex criminal justice process. Board mandated brochures, such as the *Your Rights as a Victim in the Criminal and Juvenile Justice Process* and the *Crime Victims and Witnesses: Your Rights and Services* brochures, and the *Crime Victim Notification Request and Demand for Rights Form* can be found at <http://goccp.maryland.gov/victims/rights-resources/brochures-forms/>.